



association of university and college employees

December 4, 1981

Irene McIntyre
Medicine
Acute Care Unit
Campus Mail

Dear Irene:

I am sending you the part of the by-laws which outline the duties of the President. I am also sending you a copy of Bourninot's Rules of Order. You may find it helpful to be familiar with them, if you are not already, when you have to chair the January 14th membership meeting. As I stated to you on the telephone, the position of President can be very demanding of your time - serving as a member ex-officio of all Committees and of all Divisions, etc. (see by-laws) - you can obtain more information on this from Marcel or anyone who has previously served as president, and I am sure that the sketchy outline of duties enables you to make the position pretty much what you wish.

The next Executive meeting is set for January 7th, Thursday, at 2:30 pm. I will be requesting leave for you, and will be informing the University of the composition of the 1982 Executive as soon as the election results are obtained.

I hope that this information is of some help. If I can be of any further assistance, let me know. Best of luck.

Yours truly,

Wendy Bice
Union Co-ordinator
AUCE Local I

Encls.